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21 November 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Pilot Flight Records

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1. Following procedures will apply for maintaining flight records for all rated personnel assigned to [REDACTED]

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a. As soon as practical after assignment, an individual's Form 5 will be forwarded to [REDACTED] for maintenance and retention.

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b. [REDACTED] will bring individual Form 5 up to date as necessary to comply with automated format.

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c. All Form 5s will show [REDACTED] as the individual's organization.

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d. [REDACTED] will submit a weekly report to [REDACTED] showing flying time accomplished. Report will arrive [REDACTED] not later than 0800 local the following Monday.

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e. [REDACTED] will transcribe time to Form 781 for processing.

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f. Once a month a copy of each individual's accomplishments will be sent to [REDACTED] by [REDACTED] for personal records and concurrence. Any discrepancies will be resolved at that time by message.

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g. If required, [REDACTED] will send last page of Form 5s to [REDACTED] for individual's signature.

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h. Form 5 will be returned to individual upon transfer.

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2. [REDACTED] will submit the required one time report to Norton AFB and back date as necessary. An explanation for late submission (if required) will be due to isolated location of personnel and lack of guidance from your headquarters.

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3. [REDACTED] will be responsible for establishing a message format to include sufficient information to allow [REDACTED] to complete a Form 781 for each flight. The information will be submitted in proper form to comply with appropriate directives for automation.

4. Personnel will be required to monitor their own time to meet AFM 60-1 requirements.

5. Pilots can log only U-2 or U-3 flying time. All AFM 60-1 requirements for pilots will be met in U-3 aircraft. Last three digits of tail numbers will be used and aircraft will be shown as civilian.

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6. Navigators will select and forward to [REDACTED] five aircraft in which they may log time. Any U-3 time logged by a navigator will be against [REDACTED] tail number (this will be handled by [REDACTED]). Time logged in USAF aircraft will be submitted in established format.

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7. Project Headquarters will provide any back stopping required at Norton AFB to establish above procedures.

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[REDACTED]

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